

LAW CLERK PAYROLL FORM INSTRUCTION SHEET

JUDGE'S CHAMBERS

1. **SECRETARY'S NAME, PHONE NUMBER AND EMAIL ADDRESS** – to be completed by Judge's secretary/administrative assistant.
2. **JUDGE/DESIGNEE'S SIGNATURE** – Judge or their designee (i.e.- Secretary) must **sign** (do not print). A Law Clerk's signature will not be accepted here.
3. **NEW APPOINTMENT** – Check this box and enter the Law Clerk's start date.
4. **TRANSFER TO/FROM ANOTHER JUDGE** – Please check this box for a Law Clerk transferring from one Judge to another within the Judiciary and enter the effective date with the new judge.
5. **SEPARATIONS** – Enter the last day of employment for the law clerk – This is the date the law clerk's **pay will end**. Any health benefits will continue through the end of the time period covered by your last premium deduction.

PERSONAL IDENTIFICATION DATA (To be completed by the law clerk)

1. **NAME** – Print name (first, middle initial and last name)
2. **SOCIAL SECURITY NUMBER** – Enter 9 digit social security number
3. **DATE OF BIRTH** – Enter 8 digit date of birth. (i.e. 01/01/1996)
4. **HOME PHONE** – Please enter home phone number
5. **HOME ADDRESS** – Enter mailing address. Notify Human Resources as soon as possible **if/when** your address changes.
6. **EMAIL ADDRESS** -- Enter your current email address.
7. **LAW SCHOOL GRADUATE** – Check yes or no. If **NO**, enter your anticipated graduation date. If **yes**, attach a copy of transcripts or degree
8. **MARYLAND BAR MEMBER** – Check yes or no. If **yes**, attach a copy of bar certificate.
9. **CURRENTLY A STATE EMPLOYEE** – Check yes or no. If **yes**, attach copy of most recent pay stub.
10. **CURRENTLY A MEMBER OF THE STATE RETIREMENT SYSTEM** – Check yes or no.
11. **JUDGE'S NAME** – Enter the name of the Judge you will be working for and circle the court level.
12. **TRANSFERING FROM ANOTHER MARYLAND JUDGE** – Check yes or no.
13. **PREVIOUS JUDGE'S NAME** – Enter previous Judge's name, if you are transferring.

LAW CLERK SIGNATURE – Law Clerk must **sign** the form (do not print).

DATE – Date the Law Clerk Payroll form is completed.